



# Texas Tech University

## Administration and Finance

### Administration & Finance (A&F):

- Concluded Budget Hearings, discussed new FY 2019 allocations with President, distributed allocation memorandums to Vice Presidents/Deans, began College Budget Forums.
- Continued President Department meetings.
- Served on search committee for Vice President for Diversity, Equity and Inclusion.
- Participated in team discussions related to student health insurance, including presentation from new selected vendor partner.
- President's Office held Active Shooter training.
- Prepared agenda items for May Board of Regents' meeting.
- Finalized Year 0 year-to-date financial report for TTU-CR and continued work on Year 1 budget.
- Plaque dedication ceremony honoring former President Bailey.
- TTU Length of Service Awards Ceremony.
- Participated in discussions with architects for Weeks Hall.
- Met with incoming SGA leadership team.
- Meetings and document preparation regarding Research Park.

A detailed listing of all division activities and accomplishments can be found on the AFISM webpage (<http://www.depts.ttu.edu/adminfinance/AccomplishmentTracker/Default.aspx>). Administration & Finance team leaders are encouraged to report department activities and accomplishments on this page. Some highlights are included on the following pages.



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### Fiscal Services:

#### Budget and Resource Planning and Management:

- Associate Managing Directors and the Unit Assistant Director attended weekly Finance Transformation testing as well as weekly online Scrum meetings for the new Pay Adjustment Update System.
- Budget hosted forum to facilitate discussion between administrative departments and the Dean Business managers. The intent is to provide administrative departments with a better understanding of college needs that could be addressed through training aides, policy, best practices and provides an opportunity to discuss best practices and other topics in detail and have administrative representatives available to answer questions or provide information.
- Budget representatives attended the April College Budget Forums on campus.
- Completed the FY2018 Quarter 2 USAS/ABEST reconciliation for Charts T and S to fulfill state mandate. This is a comparison of expenditures and the associated appropriation/strategy coding between the state financial system and the state budget system.

### Business Services:

#### Procurement Services:

- Elizabeth Hernandez passed her Certified Accounts Payable Association certification exam, demonstrating professional growth and knowledge of standards of the accounts payable discipline in her position at TTU.
- Leticia Cobos passed her Certified Texas Contract Manager exam which allows her to be a contract manager in the state of Texas. This is a requirement of her position within the contracting office. This certification demonstrates that Leticia understands the differences in the Comptroller's requirements for contracts.
- At the National Association of Educational Procurement annual meeting, Texas Tech University Procurement Services was recognized and honored as the institution with over 15,000 students that had attained the Excellence in Procurement Award for the year 2018.

### Operations:

#### Operations Division Department of Services:

- Office of Sustainability worked with Procurement Services and held a successful "Raider Trader" event. There were 235 guests, 12 tables of goods, which saved money for the participating departments. Approximately \$600 was saved by Procurement for toner alone.



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### Operations Division Planning and Admin:

- Processed 390 events in March for Raider Rooms.

### Operations Division Building Maintenance and Construction:

- Received 919 Maintenance work Orders requests; Completed 900 within 30 days (97% efficiency).

### Operations Division Department of Utilities:

- CHACP1 held an Auxiliaries Energy management meeting.
- Vern Denny completed a campus wide projection of the cost (material and labor) to convert all interior lighting to LEDs.
- Energy Management hosted a meeting on 3/27 with Dr. Rao and students from Electrical Engineering concerning Metasys at Electrical Engineering and the Lumewave Exterior Lighting system.

### **Auxiliaries:**

### Recreational Sports:

- Recreational Sports started online registration for summer camp and summer swim lessons. 350 campers and 1500 swimmers are expected this summer.
- The OPC collaborated with the Burkhart Center on campus to help get their students more involved with campus life. The partnership started with a successful day trip to Palo Duro Canyon, and we are currently looking at how to further implement more programming with the Burkhart Center students and our program.
- Recreational Sports participates in Denim Day to recognize victim blaming. Recreational advertised events on our TV system throughout the Student Recreation Center. Fitness joined RISE with Sexual Assault Awareness Week to provide 4 hours of Healing Yoga.
- Gymnastics was named 2018 NAIGC South Central Region Club of the Year.